



**Position Available**  
**Law Clerk to Justice David F. Viviano**  
**State of Michigan Supreme Court**

The Michigan Supreme Court is currently seeking qualified applicants for the position of Law Clerk to Justice David F. Viviano for the 2017-2018 term. Michigan Supreme Court clerkships typically start in the late summer or early fall and last for one year. Work extensions may be granted beyond the initial year. The position reports directly to the Justice. Its primary responsibilities include:

- Review applications for leave to appeal. As necessary, prepare a summary and recommendation for the Justice.
- Review cases scheduled for conference consideration. Prepare a summary and recommendation for the Justice.
- Review memos prepared by the other Justices' chambers and prepare responsive memos.
- Confer with the Justice on pending matters such as applications for leave to appeal, conference items, opinions, and orders.
- As directed by the Justice, draft memos to the Court advocating his position.
- Prepare bench memos in advance of oral arguments, including reviewing the case record, conducting required legal research, summarizing important facts and arguments, and providing a recommendation on disposition.
- Attend and review transcripts of oral arguments of assigned cases.
- Prepare draft opinions, concurrences, and dissents. Peer review opinions prepared by other clerks. Advocate proposed changes per the Justice's instructions with regard to opinions issued by other chambers.
- Review and analyze administrative agenda items and conduct legal research and follow-up.
- Track current developments in the law, including reading Supreme Court and Court of Appeals opinions, legal periodicals, and other relevant information.
- Assign research projects to and supervise research activities of unpaid legal interns.
- Draft speeches and perform other duties as necessary.

**EDUCATION AND EXPERIENCE:** Juris Doctor (JD) from an accredited law school. Significant experience involving legal research and writing. Proficiency in Microsoft Word® and Windows®. Experience with the Court of Appeals or other judicial forum may be preferred by the hiring Justice.

**LOCATION:** This position will be located at the Hall of Justice in Lansing, Michigan, or the Cadillac Place in Detroit, Michigan. Travel between the two locations may be required.

**TO APPLY:** Please send your cover letter, résumé, transcripts (unofficial is acceptable), two letters of recommendation, and one writing sample in either Microsoft Word® or Adobe Acrobat® to [jobapps@courts.mi.gov](mailto:jobapps@courts.mi.gov).

**POSTING DEADLINE: August 5, 2016**  
**AN EQUAL OPPORTUNITY EMPLOYER**